
Maricopa Public Library Public Posting Policy

PURPOSE

The Maricopa Public Library, in keeping with its role as a source for community information and at its sole discretion, may provide bulletin boards, tables, racks, or other designated space for public postings or the distribution of information. Space may be available or otherwise provided under the following conditions:

1. Priority of announcements, publications or activities:

- Maricopa Public Library / City of Maricopa
- Friends of the Maricopa Public Library (FOTL)
- Non-profit organizations announcing events within 30 days of date posted
- Exhibitors / Displayers
- Others

2. Content of postings allowed: Must be of an educational, cultural or charitable nature.

3. Prohibited postings:

- partisan political or campaign materials
- commercial materials
- sales, solicitations or materials resulting in a personal gain (advertisements, etc.)
- petitions
- surveys

4. Size of materials posted: Business cards size to maximum size of 8½" x 11".

5. Prior approval required: No items may be posted or left for distribution without prior approval of Library staff. Any materials left without approval shall be discarded.

6. **Return of materials posted or left for distribution:** Maricopa Library does not assume any responsibility or liability for any materials posted or left for distribution. Materials will not be stored or otherwise returned and are the sole responsibility of the person/group posting them.

The Maricopa Library, in order to keep bulletin boards and literature racks or shelves neat and of current content, reserves the right to:

- determine where and how item(s) will be posted or displayed;
- limit the size and quantity of item(s) to be posted or displayed;
- limit the length of time item(s) will be posted or displayed;
- dispose of expired/time-sensitive materials posted or displayed.